INFORMAL LETTER 9

You should look at the flyer on the next page and study the information carefully to write your letter.

Your grandparents have seen the flyer on the next page. Their current house has been bought over by a developer and they need to purchase a new home. They would like your opinion on which house would be most suitable for them.

Send a letter to your grandparents suggesting:

- two of the houses on the flyer that are most suitable for them
- another house not on the flyer that is also suitable for them
- which house you feel is the most suitable and why you think so

Write your letter in clear, accurate English and in a jovial and enthusiastic tone that will show your grandparents you are keen to help them decide which house to buy.

You should use your own words as much as possible.

Aston Hill Property Pte Ltd

DOVER COURT

A row of newly built single-storey terrace houses with a private pool, playground and fitness park

Amenities: 5min walk to Dover train station, 10min walk to Dover Central amenities, well known primary and secondary schools within walking distance



LINK VALE

Three double-storey bungalows in the quiet surroundings of Link Value Estate

Amenities: Walking distance to King George's Park



GREEN CRESCENT

1-bedroom and 2-bedroom apartments in five 23storey blocks

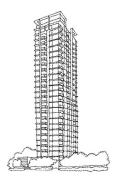
Amenities: Situated just beside Green View train station and bus interchange, in the heart of Green View central with amenities such as food centres, malls, clinics and schools



HALLMARK RESIDENCES

Two 25-storey blocks consisting of multigenerational flats

Each house consists of a studio apartment for the elderly that is connected to a bigger flat where the rest of the family can live



Amenities: A 30min bus ride from the university, a short bus ride to the nearest shopping mall and food centre, across the road from Jacob's Hill Nature Reserve

124A Kings Court Singapore 412402

10 June 2015

Hi granddad and grandma,

How are things? I hope you've both been well. I found out from mum that a developer has bought over your house and you are looking for a new place. She told me that you want my opinion on the house you should buy. I'm really **honoured** to give you my opinion.

I think that you should consider Dover Court or Green Crescent. Both of these places are conveniently located. Dover Court is just a five-minute walk to Dover train station and Green Crescent is just beside Green View train station and bus interchange. With public transport located just a stone's throw away, grandpa, you will no longer have to drive around. During our visit last year, you mentioned that you found it exhausting to drive along the busy roads today.

There are also **amenities** at both locations. Dover Central is a tenminute walk from Dover Court and Green Crescent is in the middle of Green View central. It's important that there are amenities near your house because it would be more convenient for you to buy what you need. Most importantly, you'll not have to carry heavy bags of groceries very far when you go grocery shopping. Grandma, do you remember how tiring it was when you carried those heavy grocery bags home from the supermarket the other day?

However, the terrace house at Dover Court might be too big for just the two of you. It might be **cosier** to live in the one-or two-bedroom apartments at Green Crescent. There isn't a private swimming pool like at Dover Court but the both of you do not enjoy swimming so it will not be necessary to have a private pool.

Besides the houses on the flyer, you might want to consider buying a studio apartment at Monfort Avenue 1 which is just a five-minute walk from our house! A new block of studio apartments is being built and it is supposed to be ready in the second quarter of next year. The blocks are located near the train station as well as amenities. There is even a fitness park across the block. Most importantly, both of you can drop by whenever you like. Mum and I can visit often as well.

Paragraph Topic

Paragraph 1
Background information
on the letter and purpose
of the letter

Paragraph 2
Dover Court and Green
Crescent are located near
public transport

Paragraph 3
Amenities are near both
Dover Central and Green
Crescent

Paragraph 4
The apartment at Green
Crescent is more suitable
than the terrace house at
Dover Court

Paragraph 5
Buy the studio apartment at Montfort Avenue 1

I think the studio apartment near our house is the ideal place to live. The size of the house can accommodate two people comfortably and you'll live just **adjacent** to all the amenities. Most importantly, we'll be neighbours!

Paragraph 6
The studio apartment is the ideal

Do consider my suggestions. Let me know what your plans are. Mum and I would be glad to help out when you're shifting.

Paragraph 7
Conclusion: Events after the email

Love, Gretal



The writer did not just list the houses in the flyer but made an interesting comparison between the two houses she selected.

Vocabulary

- 1. **honoured**: to feel proud and pleased to do something
- amenities: places such as food centres and shops that make it comfortable and easy to live in the area
- 3. cosier: small but comfortable
- 4. adjacent: next to

@ Word Vse 80

Be clear and specific when providing reasons for suggestions made. To do this, you could give,

- 1. specific details
 - Dover Court is just a five-minute walk to Dover train station
- 2. prepositions
 - Green Crescent is in the <u>middle</u> of Green View central
- 3. evidence from past experience
 - Grandma, <u>do you remember how tiring it was when you carried those heavy</u> grocery bags home from the supermarket the other day?

Do not use words that are too generic. For example, 'It is good to buy a house at Dover Court because the place sounds nice.'

'Good' and 'nice' are too generic and do not give specific reasons why the places are suitable.